

15 NOVEMBER 2003



Operations

**94TH AIRLIFT WING EXERCISE AND
DEPLOYMENT PROGRAM**

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Pages: 6

Distribution: F

This instruction implements AFD 10-2, *Readiness*, AFI 10-204, *Participation in the Military Exercise Program*, and AFRCI 10-204, *Air Force Reserve Exercise and Deployment Program*. It outlines responsibilities, provides procedures for exercise and deployment planning and approval, and establishes the 94th Airlift Wing Deployment Review Process.

1. Purpose. The purpose of the 94th Airlift Wing Deployment Review Program is to fulfill the requirements of the AFRCI 10-204, paragraph 3.3.8, which states that each wing must implement a Wing Deployment Review Board Program. The 94 AW's Program will enhance readiness, boost combat capability, streamline long-range planning, manage and de-conflict the annual wing calendar of events, and increase deployment status visibility and awareness. It defines procedures for:

- 1.1. Reporting and approval of unit participation in exercises and off station deployments.
- 1.2. After-action reporting.
- 1.3. Planning local exercises and funding requirements.
- 1.4. Long-range planning to increase preparedness.

2. Coordination. The 94 OG/OGX and the 94 LGRR offices jointly serve as the central deployment coordinators for all exercise and off-station deployment events. All 94 AW units must request deployment/airlift requests with justifications through these offices for approval of the 94 AW/CC. The OGX or LGRR office will forward unit requests after 94 AW/CC's approval to the NAF XP. The NAF will then prioritize all unit requests and forward them to the appropriate AFRC functional area manager.

3. Deployment and Exercise Review Board Process.

3.1. Requirement. Units within the 94th Airlift Wing are considered to be conducting or supporting a deployment, and must comply with all requirements and reports of this instruction when any of the following apply (IAW AFRCI10-204):

- 3.1.1. Employment participation in named exercises or GMAJCOM training events (example Red Flag, Silver Flag, JRTC, etc.).
- 3.1.2. Any operations with any foreign nationals.
- 3.1.3. Joint Operations. Joint Operations are operations with units or personnel from one or more of the other US services. This does not include routine operations (i.e. joint airborne air transportability training (JA/ATT), etc.
- 3.1.4. Requires AFRC commercial funds.
- 3.1.5. Requires AFRC supplied airlift (organic or Special Assignment Airlift Mission (SAAM).
- 3.1.6. Deploying to OCONUS location(s).
- 3.1.7. Any other deployment specified in AFRC10-204.

3.2. Process.

3.2.1. Unit Deployment Managers (UDM). Each unit in the 94 AW will have a UDM. If the UDM is a Reservist, the unit will appoint an ART/civilian as the alternate. IAW AFI 10-403, *Deployment Planning and Execution*, Attachment 4, Unit Commander's Checklist, unit deployment managers and alternates should not be assigned to deployment positions. The UDM will:

- 3.2.1.1. Submit deployment requests to 94 OG/OGX 90 days prior to the date the request is required to be at AFRC (see In-Cycle Request, paragraph 4a). Requests will be submitted in the format shown ([Attachment 1](#)). OGX will then submit the proper paperwork and obtain the signatures required for approval within the Wing prior to submittal to 22 AF. In the absence of OGX, LGRR can submit the paperwork.
- 3.2.1.2. Attend the 94 AW Deployment Review Group (DRG) meetings.
- 3.2.1.3. Monitor the planning and execution stages of all unit deployments and notifies OGX or LGRR of problems.
- 3.2.1.4. Appoints a Mission Commander or Team Chief for deployments of 5 or more personnel.
- 3.2.1.5. Briefs details (RPA requirements, commercial travel costs, lodging and messing availability, etc.,) of all squadron deployments requests at the 94 AW DRG.
- 3.2.1.6. Assists OGX in maintaining an accurate deployment calendar.

3.2.2. The 94 AW Deployment Review Group (94 AW/DRG) is chaired by OGX. Membership consists of LGRR, 94 OG/DOOM, and a representative from each squadron (preferably the Unit Deployment Manager), DPMSA, FM, Transportation, CP and IN. This group convenes within the first two weeks of the 1st month of each quarter and:

- 3.2.2.1. Prioritizes exercises and deployments based on wing goals and makes recommendations to the 94 AW Deployment Review Board (DRB)
- 3.2.2.2. Validates all exercise and deployment submissions and makes recommendations to

the 94 AW DRB

3.2.2.3. De-conflicts exercises and deployments with the 94 AW calendar of events.

3.2.2.4. Establishes date and time for processing if processing of personnel and/or cargo is required.

3.2.2.5. Proposes changes to this instruction to the 94 AW DRB for concurrence

3.2.2.6. Determines the need for a Deployment Planning Cell. This cell, if required, determines all specific pre-deployment requirements such as, immunizations, CED orders, special uniforms, etc. It is chaired by LGRR.

3.2.3. The 94 AW Deployment Review Board (94 AW/DRB) is chaired by the 94 AW/CC and consists of the OG/CC, MSG/CC, MX/CC, FM, LGRR, and OGX. This group convenes the 1st month of each quarter, sometime after the 94 AW Deployment Review Group. The DRB:

3.2.3.1. Reviews all proposed training and deployment requests to ensure compliance with 94 AW and AFRC guidance.

3.2.3.2. Approves/disapproves deployment requests previously screened by the Deployment Review Group.

3.2.4. Mission Commander or Team Chief will:

3.2.4.1. Attend the 94 AW DRG and/or Planning Cell meetings, as required.

3.2.4.2. Submit all required after action reports or end-of-tour reports within 30 days of return to home station (see After-Action Reporting, paragraph 6.).

4. Request Cycles

4.1. In-cycle. An In-Cycle request is defined as a deployment request submitted to AFRC within 120 days prior to the quarter in which the deployment will take place. This should include all deployment requests. Requests to the 94 AW DRB should be early enough so the Wing's process can occur and the submittal made to 22 AF and then to HQ AFRC in this time frame. For example, for deployment dates between 1 Oct and 31 Dec, the request must be to AFRC NLT 3 Jun. For deployments between 1 Jan and 31 March the request must be submitted to AFRC by 3 Sep. For deployments between 1 Apr and 30 June the request must be submitted to AFRC by 3 Dec. For deployments between 1 July and 30 Sep the request must be submitted to AFRC by 3 March. For specific timelines, refer to the following timeline guide.

Deployment Request Timelines (all NLT dates)

Deployment Dates	To 94 OGX	to 94/DRB	to AFRC
1 Oct-31 Dec	1 Feb	1 Apr	3 Jun
1 Jan-31 Mar	1 May	1 Jul	3 Sep
1 Apr-30 Jun	1 Aug	1 Sep	3 Dec
1 Jul-30 Sep	1 Nov	1 Dec	3 Mar

4.2. Out-of-cycle. An out-of-cycle request is defined as a deployment request submitted within 120 days of the quarter in which the deployment will take place. All out-of-cycle requests will have justification submitted to the DRG as to why it was not submitted in cycle and if 94 AW DOOM (Current Operations) was contacted to provide airlift. Per AFRCI 10-204, **Out-of-cycle requests** should be very infrequent, resulting from unavoidable changes, and not as a substitute for inadequate planning.

5. Funding

5.1. MAJCOM exercise requests exceeding the unit's annual tour capability and unit's capability to support with RPA funding must be military personnel appropriation (MPA) funded by the MAJCOM to ensure participation.

5.2. DRB approved commercial transportation costs are paid by RPA funds and are requested to be provided by HQ AFRC/FMAR. After verification that 94 AW airlift is not available, it will be sent forward to see if other AFRC airlift can support the unit. After verification that AFRC owned airlift is not available, and no earlier than 60 days prior to deployment, the unit will submit a funding request for commercial travel/transportation reimbursement through the 94 AW/FM and the 94 AW/CC (for information) before submitting to HQ AFRC functional OPR. The unit will work with OMEGA to make commercial travel arrangements, both domestic and international. Requests should include deployment location, number deploying, deployment dates, cost per individual, and total commercial costs. For planning purposes, commercial funds are not going to be obligated any earlier than 30 days or the last UTA prior to deployment.

6. After-Action Reporting

6.1. The Mission Commander/Team Chief will submit after-action reports or end-of-tour reports within 30 days of return to home station. Reports should be sent to the unit Squadron Commander, Group Commander, with a copy to 94 OG/OGX. HQ AFRC/DO/DOOX/HO, NAF/XPO and AFRC functional OPR will be included in after-action/end-of-tour report distribution.

6.2. The report as a minimum must include:

- 6.2.1. Total number of deployed officer and enlisted personnel and home station designation.
- 6.2.2. Training location and dates
- 6.2.3. Mode of transportation to all locations in the deployment
- 6.2.4. AFRC cost for off-base lodging (unit funded, if required)
- 6.2.5. Specific training accomplished in each functional area
- 6.2.6. Number of personnel trained in each area
- 6.2.7. Specify workload handled equipment, number and types of aircraft, etc.
- 6.2.8. Problems or areas of concern
- 6.2.9. Signature of Mission Commander/Team Chief

7. Planning Guidelines (excerpt from AFRC 10-204, section 3.3).

7.1. Guidance. Units must use priorities for scheduling deployments. When considering the scheduling and planning of off-station training deployments, consider the following factors: existence of a

statutory requirement for projected training (CE going to Silver Flag, etc), effect of training on a unit's SORTS status, quality of training offered by requested deployment, availability of equivalent or better training at a closer location, cost of commercial funds if organic airlift is not available or recommended, and availability of government billeting and ground transportation.

7.1.1. Non-AFSC specific training should be coordinated with the host MAJCOM and base hosting the deployment. Valid training deployments for wartime mobility UTCs are of the utmost importance for unit readiness.

7.1.2. When reviewing overseas locations for AT, planners should consider theater commander and gaining command policies regarding deployments to their theaters and the cost of transportation both in terms of necessary flying hours, and/or commercial air travel.

7.2. Objectives. Commanders should have specific objectives to achieve when planning exercise participation and/or training deployments. Areas to review include: results of recent inspections, after-action reports from previous deployments, review of mission capability statements, and higher headquarters guidance.

7.3. Relevancy. NAFs will ensure unit exercises prepare units to master their OPLAN tasking. Units may participate in exercises not relating to OPLAN tasking as long as such exercises give units meaningful training.

7.4. Joint Exercise Management Program (JEMP). JEMP reflects the JCS exercise schedule. The schedule lists the type of forces required to support the various exercises. Unit planners are encouraged to review this schedule for opportunities to participate in exercises that best meet unit-training needs.

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Commander

Attachment 1**DEPLOYMENT REQUEST****UNIT:****HOME STATION:****DEPLOYMENT SITE:****DEPLOYMENT DATES:**

NUMBER OF PERSONNEL: (Total number of personnel deploying broken into aircrew and support categories along with the duty status of each. If the Wing/Group is participating in a JCS/MAJCOM or large unit-generated exercise, the person conducting the planning for the Wing/Group should include the transportation, billeting, and messing needs of all support unit personnel involved in the exercise.)

NUMBER OF PALLETS:**BILLETING: ON-BASE/OFF BASE**

NUMBER/TYPE OF AIRCRAFT: (For flying units only. How many aircraft are being deployed as part of the overall deployment (i.e., eight C-130's, 4 C-17, etc.)

UTC'S TASKED/EXERCISED AND DUTY STATUS:**AFSC'S TASKED/EXERCISED AND DUTY STATUS:**

TRANSPORTATION MODE: (Unless the unit is moving by government ground or privately owned transportation—normally when travel is less than 350 miles—the primary mode is always AFRC organic. Include the number and type of aircraft best suited to supporting the deployment. Indicate an alternate mode of transportation. The alternate mode of transportation will generally be commercial air. AMC SAAM will only be used if AFRC organic is not available and SAAM is less expensive than commercial, or commercial carriers cannot support the deployment because of unique cargo hauling requirements or because the deployment is to remote sites not supported by commercial carriers.)

TRANSPORTATION COST: (Estimate of commercial travel in the event AFRC organic airlift is not available.)

EXERCISE NAME: (Use this section if the deployment is in support of a named exercise: JCS, MAJCOM, NATO, NAF, or unit generated.)

THIS DEPLOYMENT WILL/WILL NOT HURT THE UNIT'S ABILITY TO FULFILL AEF TASKINGS (CIRCLE ONE).

DEPLOYMENT POC: The point of contact at the original on-load location that is responsible for arranging and coordinating transportation.

POC PHONE: The phone number for the on-load point of contact.

REDEPLOY POC: The point of contact at the return site. The person coordinating return airlift.

REDEPLOY PHONE: The phone number of the person coordinating return airlift.

COMMENTS: (If out of cycle, explain why it was not submitted for an in-cycle request. Explain anything unusual concerning this request).